



**APPLICATION FORM
EVENT**

FORM 188 – B
Book a Reserve or Park

Date stamp

Part 1 Applicant Details

Name of Contact Person or Organisation

ABN (if applicable)

Postal Address

Email

Phone

Mobile

Is the Organiser a Charity or Not for Profit?

Yes

No

Does the Organiser have current indemnity insurance?

Yes

No

Part 2 Details of Reservation – Eg. Family Gathering, First Birthday etc.

Event Title

Event Date(s)

Set-Up and Pack-Up Date(s) - if different to above

Official Event Start Time

 AM / PM

Official Event End Time

 AM / PM

Set-Up Time From

 AM / PM

Pack-Up Time To

 AM / PM

Venue Details (eg name of Reserve or Park - attach map if required)

Booking Description / Purpose (Wedding, Family Gathering etc)

Total number of people expected

Part 3 – Additional elements

Does the event include any of the following elements?

- | | |
|--|--|
| <input type="checkbox"/> Use of Shire infrastructure other than what is available to the general public (i.e. use of water supply in excess of a public water tap in a Shire Reserve) | <input type="checkbox"/> Use of amplified equipment or extraordinary vehicle noise |
| <input type="checkbox"/> Erection of any temporary structures, such as gazebos, arbours etc. excluding marquees less than 25m ² in size, unless the structure is hired from an operator that holds a valid trading licence. | <input type="checkbox"/> Preparation or sale of food to the public |
| <input type="checkbox"/> Supply or installation of electrical equipment including generators, cabling, extension cords, switches, fuses AV equipment etc | <input type="checkbox"/> Selling or hiring of goods, wares or merchandise |
| <input type="checkbox"/> Temporary road closure or suspension of ordinary traffic movement | <input type="checkbox"/> Large animals |
| <input type="checkbox"/> Fireworks or the use of laser lights | <input type="checkbox"/> Erection of event signage |
| <input type="checkbox"/> Sale or consumption of alcohol | <input type="checkbox"/> Additional toilet facilities |
| <input type="checkbox"/> Bouncy Castle / Inflatable | <input type="checkbox"/> Crowd control or other measures to ensure public safety or security |

If you have ticked any of the above, or you have more than 75 attendees, please complete Form 188.

Part 8 Site Plan / Route Map

Please include a site plan showing the proposed setup for your event. If your event includes a procession or movement of people, please include a plan of the route.

- I have attached an aerial site plan/floor plan with my application
- I have attached a route map

Part 9 Acknowledgments

I hereby acknowledge that as the event organiser, applying for approval to host an event in the Shire of Dardanup, that the information and completed actions in my application are true and correct. I accept full responsibility of the facility and/or Reserve during the specified hire period and will ensure compliance with the Shire's conditions of hire and local laws.

- I understand that vehicles are to be driven and parked in designated parking areas only
- I understand that by approving this application, the Shire of Dardanup does not provide me exclusive access to Council owned and managed Reserves. (This does not apply to the hiring of halls).
- I understand that I may be required to pay a key bond, hall bond, reserve bond and/or road bond depending on the requirements of my event.
- If alcohol consumption is occurring at the event I understand I am responsible for investigating with the Department of Racing Gaming and Liquor the need for any licenses or approvals for the consumption of alcohol at the event.

Name

Signature

Date

Part 10 Return Form to:

Shire of Dardanup
1 Council Drive/PO Box 7016
EATON WA 6232

Phone: (08) 9724 0300 Fax: (08) 9724 0091
Email: records@dardanup.wa.gov.au

